

Name: \_\_\_\_\_

**1. Communication Expenses**

- \$ \_\_\_\_\_ Cellular phone purchase
- \$ \_\_\_\_\_ Monthly cellular expense
- \$ \_\_\_\_\_ % used for business
- \$ \_\_\_\_\_ Internet connection expense

**2. Job Supplies**

- \$ \_\_\_\_\_ Badge holder
- \$ \_\_\_\_\_ Belts leather/utility
- \$ \_\_\_\_\_ Binoculars, Calculators, Rulers, Tools
- \$ \_\_\_\_\_ Ear pieces, Protectors,
- \$ \_\_\_\_\_ Flashlight/Maglite/holder
- \$ \_\_\_\_\_ Batteries/charger
- \$ \_\_\_\_\_ Utility tool/leatherman
- \$ \_\_\_\_\_ Glasses, Keys
- \$ \_\_\_\_\_ Patches/badges/name tags
- \$ \_\_\_\_\_ Log Books, Manuals, Tapes
- \$ \_\_\_\_\_ Flight Luggage
- \$ \_\_\_\_\_ Specialty equipment
- \$ \_\_\_\_\_ Trade Publications
- \$ \_\_\_\_\_ Ticket book holder
- \$ \_\_\_\_\_ Keeper
- \$ \_\_\_\_\_ Radio holder/earpiece/microphone
- \$ \_\_\_\_\_ Translator
- \$ \_\_\_\_\_ Watch: \_\_\_\_\_

**3. Unreimbursed Travel**

- \$ \_\_\_\_\_ Airfare/Train/Bus
- \$ \_\_\_\_\_ Highway Tolls
- \$ \_\_\_\_\_ Laundry
- \$ \_\_\_\_\_ Lodging (*do not combine meals*)
- \$ \_\_\_\_\_ Meals (*do not combine with lodging*)
- \$ \_\_\_\_\_ Porter/BellCaptain
- \$ \_\_\_\_\_ Taxi/Subway/MetroCard
- \$ \_\_\_\_\_ WiFi/Data/Internet Subscription Access

**4. Office Supplies**

- \$ \_\_\_\_\_ Calendars
- \$ \_\_\_\_\_ Pens/paper/pads

**5. Uniforms**

- \$ \_\_\_\_\_ Hat
- \$ \_\_\_\_\_ Jacket
- \$ \_\_\_\_\_ Leather gloves
- \$ \_\_\_\_\_ Pants
- \$ \_\_\_\_\_ Dry Cleaning
- \$ \_\_\_\_\_ Coats
- \$ \_\_\_\_\_ Shoes/Boots
- \$ \_\_\_\_\_ Shirts/Blouses
- \$ \_\_\_\_\_ Uniform cleaning
- \$ \_\_\_\_\_ Uniform alterations
- \$ \_\_\_\_\_ Ties/Scarfs
- \$ \_\_\_\_\_ Sweaters/Vests
- \$ \_\_\_\_\_ Emblems/Insignias/Wings, etc.
- \$ \_\_\_\_\_ Repairs
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

**6. Mileage & Driving Fees**

- \$ \_\_\_\_\_ Physical
- \$ \_\_\_\_\_ Company
- \$ \_\_\_\_\_ Training
- \$ \_\_\_\_\_ Unions
- \$ \_\_\_\_\_ POA meetings
- \$ \_\_\_\_\_ Parking Fees/Tolls

**7. Dues & Work Related Publications**

- \$ \_\_\_\_\_ Union Dues
- \$ \_\_\_\_\_ Association dues
- \$ \_\_\_\_\_ Professional magazines/journals
- \$ \_\_\_\_\_ Other: \_\_\_\_\_

**8. Additional Expenses**

- \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \$ \_\_\_\_\_ Other: \_\_\_\_\_
- \$ \_\_\_\_\_ Other: \_\_\_\_\_



**MEDINA  
HORNING  
KRUSE LLP**

CERTIFIED PUBLIC ACCOUNTANTS

256 Witherspoon Way, Ste D  
El Cajon, CA 92020

T 619-375-0576  
F 619 375 1042

E [admin@mhkcpa.com](mailto:admin@mhkcpa.com)